

SECRET*Records Center 5*

CIA ARCHIVES AND RECORDS CENTER

20 July 1964

MEMO FOR:

25X1

SUBJECT : Mission of CIA Archives and Records Center

1. The Chief, CIA Archives and Records Center is charged with the responsibility for operating the records storage facility for all inactive and/or vital records of the Agency.

2. The CIA Records Administration Officer is, in accordance with responsible for the activities of the Archives and Records Center which include:

- a. Receiving, storing, maintaining and protecting the inactive records for all components of the Agency.
- b. Providing documents and/or information, from these records, to all components of the Agency that is operationally necessary for the execution of their respective mission.
- c. Preserving and providing reference to the Archival Records of all Agency Components.
- d. Preparing indices, finding aids and inventories of records received.
- e. Providing for the proper and timely disposition of records received.
- f. Receiving, storing, protecting and making available the Vital Records of all Agency Components for both a backup of daily operations and for use by a relocation force.

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